

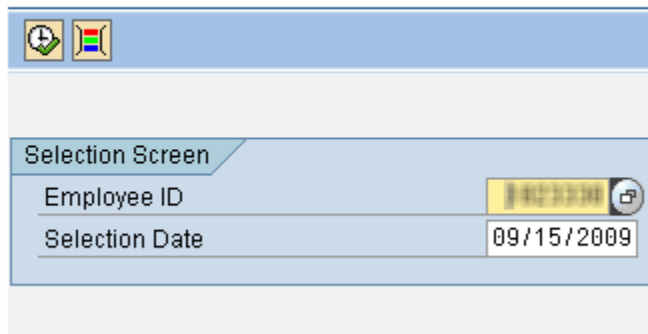
EMPLOYEE OVERVIEW SCREEN


The Employee Overview screen is a “snapshot” of an employee’s information. This is a brief overview of the ZEMP transaction.

The transaction is initiated by entering data to define who and what time frame an HR user needs to view a particular employee’s information.

1. Enter **ZEMP** in the Command field on the Easy Access screen and press the Enter key or click the green check ball.

EE HR Overview



2. Enter an Employee ID. You can enter the PERNR or click the matchcode to perform a search for the employee.
3. The current date defaults into the Selection Date field. You have the option to enter any date that the employee has data in the system. If you enter a date that is not valid, you receive the message ‘No Information for the date Entered’. If you are not authorized, you will receive a message indicating that you do not have authorization.
4. Click the Execute button  to perform the transaction.

The Employee Overview screen will display as of is the selection date you entered on the first screen. The Run Date is the current date. The other fields are pulled from existing infotypes. (See next page for sample.)

NOTE: The data below is not real data.

EE HR Overview

As Of: 09/01/2009

Run Date: 09/16/2009

Employee Data

PERNR: [REDACTED]
 EE Name: [REDACTED]
 Employment St: Active
 Personnel Area: Correction
 EE Group: SPA Employees
 EE Subgroup: FT N-FLSAOT Prob
 Personnel Subarea: 7day Norm
 Ann Sal/Hr Rate: \$48,935.00
 PS Group: GR69 Level: GR
 Cap.util.lvl: 100.00 WkHrs/Pd: 173.33 Monthly
 DOB: 02/13/1981 Gender: F
 Ethnic Origin: Asian (Non-Hispanic/Latino)
 Disability: None/Prefer not to report
 Military Status: N/A
 Veteran Status: Non-Veteran
 State EOD: 09/01/2009 Agency EOD: 09/01/2009
 Length of Service: 000 Mths
 Est Long Due Date: 08/2019

Position Data

Position: 60076949 - Accounting Specialist II
 Job: 30000500 - Accounting Specialist II
 Supervisor: [REDACTED]
 Org Unit: 20013284 - COR SO DS3 CE CSM D2 DIRECTOR 2
 EE Group: SPA Employees
 EE Subgroup: FT N-FLSAOT Perm
 Personnel Subarea: 7day Norm
 Budgeted Salary: \$48,126.00
 Exempt Status: No

Time Data

Time Management St: 1 - Positive Time Recording
 Working Week: 07 - Wk - Sun (mdnt) - Sat
 Work Schedule Rule: D01N086N - MTWHF-8,SaS-0
 OT Comp: Y 365 Holiday Payout: Y 365
 Extended Duty: N 0.00 Holiday Premium: 50%
 Callback: Y 0.00 EV Premium: Y 10%
 On-Call: Y 0.94 WK Premium: Y 10%
 Gap Hrs: Y 365 NS Premium: Y 10%

Latest EE Action & Salary Changes:

Most Recent Actn: New Hire (NC)
 Reason: New Hire
 Action Date: 09/01/2009
 Amt Last Sal Chg: \$0.00
 Salary Chg Date: 09/01/2009

Disclaimer: Not for Public Information